



Engineering For the World We Live In

SOUTHERN CALIFORNIA CHAPTER  
OF THE  
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

2008-2009

**PRESIDENT**

J. Michael Burke\*

**PRESIDENT-ELECT**

Karine Leblanc\*

**SECRETARY**

Andy Khechoumian, P.E.\*

**TREASURER**

Jeffrey Landreth

**PAST PRESIDENT**

Narendra Amarnani, P. E.\*

**DIRECTORS**

Joe Ablay\*

Aaron Deutsch\*

Joey Jiron

Scott Neithercut\*

**SOL\*AIR EDITOR**

Scott Neithercut

**EXECUTIVE SECRETARY**

Mrs. Sue Colvin\*

P.O. Box 80133

San Marino, CA 91118

**Standing Committees**

Jai Agaram

Sudhir Agrawal\*

Bob Brennan

Susan Chen

Ishtiaq Chisti\*

Matt Church\*

Mike Gallagher

Dinesh Gandhi

Chad Herrick

Michael Kalemkaryan

David Kuo\*

Don La Marr\*

Clay Lampman\*

Pandora Lei

Russell Lieu

David McKinney

Ralph Panting

Mike Taylor

Jim Toda\*

Phil Trafton\*

Stella Zarakhovsky

\*Denotes those in  
attendance

**Minutes**

**of the**

**Board of Directors' Meeting**

**A California Corporation**

**September 9, 2008**

The meeting was called to order at 4:15 p.m. by Michael Burke at Les Freres Taix Restaurant, 1911 Sunset Boulevard, Los Angeles, California.

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**J. MICHAEL BURKE - PRESIDENT**

**Key Topics:**

- Michael Burke announced that information on the Edward H. Schmidt Golf Tournament, the William Harrison synopsis, and a graphic of the Chapter theme will be distributed at the dinner.

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**SECRETARY - ANDY KHECHOUMIAN**

**Key Topics:**

- MINUTES OF 8-12-08: The minutes of the August 12, 2008 meeting were reviewed.

**Motion No: 9-09-1185:** It was moved and seconded by Karine Leblanc and Joe Ablay, respectively, to approve the August 12, 2008 meeting minutes as submitted. The motion carried.

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## **TREASURER – JEFFREY LANDRETH**

### **Key Topics:**

- Phil Trafton summarized the August Treasurer's Report in Jeffrey Landreth's absence.
- The report showed there are 77 paid Regular members as of September 9, 2008. Phil stated the Chapter Dues income is down.
- Phil reported the Scholarship checks in the amount of \$10,150.00 were distributed to the students.

### **Action Items:**

- Jeffrey Landreth to amend the August Treasurer's Report Expense Accounts by moving \$2000 from Sol\*Air (70600) to Resource Promotion (70700). He will also move \$6,500 from Resource Promotion (70700) to Sol\*Air (70600).
- Jeffrey to confirm the dollar amounts for Income Accounts Roster Promotion (40700).
- The Membership Dues Total through August needs to be reflected in the Income Accounts Chapter Dues (40100) Year to Date Actual as \$3,720. It should not indicate any September Chapter Dues received.
- \$10 for a Life Member Donation is to be moved from Resource Fund Donation (41100) to Chapter Dues (40100). Resource Fund Donation (41100) Actual should be \$0.
- Jeffrey to add to the Expense Accounts Year to Date Plan the budgeted amount for the Ed Schmidt Golf Tournament (71820).
- Jeffrey to correct the discrepancy between the Chapter Total Income Planned amount and the Chapter Total Expense Planned amount.
- Jeffrey to add an amortized Percentage of Budget column to the Treasurer's Report.
- Jeffrey to email the corrected the August Treasurer's report to the Board for their approval. The Board can approve of the report at that time by email.
- Mike Burke distributed a sample check request form to the Board.

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## **MEMBERSHIP**

### **JOE ABLAY- DIRECTOR**

**Chairs: Jai Agaram, Susan Chen, and Jim Toda**

### **Key Topics:**

- Michael Burke introduced Jim Toda, Past President of Tri-County, who will be joining the Membership chairs. He will be responsible for soliciting new members.
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**ROSTER – ANDY KHECHOUMIAN**  
**Product Directory – Chad Herrick**

**Key Topics:**

- Andy Khechoumian reported the Roster is nearly ready.
- He stated each officer is asked to pay their \$100 Full Circle Membership. The officers need to send Mike Burke and Jeff Landreth a copy of their receipt in order to get credit for the Chapter.

**Action Items:**

- Each officer is asked to pay their \$100 Full Circle Membership and send Mike Burke and Jeff Landreth a copy of the receipt.
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**BUDGET AND AUDIT**  
**JEFFREY LANDRETH - TREASURER**  
**Chair: PHIL TRAFTON**

Key Topics: None

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**FINANCE INVESTMENT**  
**JEFFREY LANDRETH - TREASURER**  
**Chair: PHIL TRAFTON**

**Key Topics:**

- Phil Trafton reported the Investment Accounts are down due to the Market.
  - Phil is keeping in contact with the Investment Managers, and they recommend holding.
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**WEBSITE**  
**KARINE LEBLANC – PRESIDENT-ELECT**

**Key Topics:**

- Karine Leblanc reported the website is very complete and contains the names of the Officers, the list of Programs with Subjects, Bios and pictures, the PAOE Points, and the Membership Form.
  - She stated the Board can email her with other events or information, and it will be added to the website.
  - Mike Burke commented it was important to use the website to state the beliefs, accomplishments, and direction of the Chapter. He asked the Board to think of ways this can be accomplished. This will be reviewed at the next Board meeting.
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**PROGRAMS**  
**KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**ATTENDANCE & RECEPTION**  
**AARON DEUTSCH – DIRECTOR**

**Key Topics:**

- Aaron Deutsch reported there were many more prepaid members than in the past.
  - Aaron stated the badges will be ready for the October meeting.
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**RAFFLE**  
**AARON DEUTSCH – DIRECTOR**

**Key Topics:**

- Aaron reported he has been having difficulty getting commitments for prizes from vendors due to the economy. He is trying to find new firms in a wider area who might be willing to donate.
- Aaron will make an announcement for donations of raffle prizes at the meeting.
- Aaron will recognize the donors at the dinner and on the website.

**Action Items:**

- Board members are asked to help obtain raffle prizes from their vendors and manufacturers.
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**PUBLIC RELATIONS and PUBLICITY**  
**SCOTT NEITHERCUT - DIRECTOR**  
**Chair: Stella Zarakhovsky**

**Key Topics:**

- A copy of Stella Zarakhovsky's synopsis of William Harrison's article was distributed.
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**HISTORIAN AND TECHNICAL ADVISOR**  
**JOE ABLAY - DIRECTOR**

**Key Topics:**

- Joe Ablay reported he would submit the first historical article on Air Filtration from 1943 to the present.
- Joe asked the Board for suggestions for future historical articles.

- Joe stated the historian's article on ACCO Engineered Systems will be published within 2 months.

**Action Items:**

- Joe Ablay to submit historical article to Scott.
  - The Board is asked to make suggestions to Joe for historical articles.
  - Joe reported the "On the Technical Side" article will address 52.2 standard.
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**PUBLICATION AND NEWSLETTER  
SCOTT NEITHERCUT – DIRECTOR**

**Chair: Temporary Chair Scott Neithercut**

**Key Topics:**

- Scott Neithercut distributed a rough draft of the October issue of Sol\*Air.
- He stated he still needs the October Program overview, the tech session overview, and the speakers' pictures.
- Scott also needs the following: the President's Message, "On the Technical Side", the Historian's article, the September Recaps, and the Table Tops for October.
- Narendra Amarnani stated there are many 50 year members. He would like to honor them by listing their names in Sol\*Air.
- David Kuo suggested adding a section on the advantages to pre-paying dinners for the year.

**Action Items:**

- Karine Leblanc to send Scott the October Program overview, the tech session overview, and pictures.
  - Joe Ablay to send "On the Technical Side" and the historical article to Scott.
  - Mike Burke to send the President's Message to Scott.
  - Aaron Deutsch to send the Table Top information to Scott.
  - Scott will send out solicitations for Sol\*Air sponsorships.
  - Amar to send an article about the 50 year members to Scott.
  - Scott to add a section on the advantages of pre-paying dinners.
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**EDWARD H. SCHMIDT GOLF TOURNAMENT - October 24, 2008**

**JOEY JIRON - DIRECTOR**

**Co-Chairs: David McKinney and Matt Ebejer**

**Key Topics:**

- Phil Trafton reported Jeffrey Landreth will need to itemize all income and expenses for the tournament.
- He stated the tournament is expected to earn about \$30,000.
- Don La Marr reviewed the progress of the tournament.
- He stated the contract now includes the Oktoberfest lunch, and the shirts with the logo have been ordered.

- There are 3 paid foursomes and 8 more commitments.
- Don asked the Board to contact previous sponsors and to find new sponsors.
- Phil Trafton reviewed the prizes that have been donated.
- Don asked the Board to contact restaurants for gift certificates.
- Don stated he would like to find a television to be used for the raffle.
- Don would like to send flyers to the Board to be distributed to their contacts.

**Action Items:**

- Jeffrey Landreth to itemize all income and expenses for the golf tournament.
- Mike Burke to send the Board's email list to Don La Marr.
- The Board to contact possible sponsors for the tournament.
- The Board to help obtain gift certificates from restaurants.

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**SPRING GOLF TOURNAMENT**

**JOEY JIRON – DIRECTOR**

**Chair: David McKinney**

Key Topics: None

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**SPRING SEMINAR – Tentative date: Saturday, March 14, 2009 (tentative)**

**JEFFREY LANDRETH -DIRECTOR**

**Chair: Matt Church**

**Key Topics:**

- Jeffrey Landreth, Matt Church, and Ron Sweet are exploring possible locations for the Spring Seminar.
- Matt Church reported he has contacted Erik Ring who will conduct a seminar on New Construction Technical Review, which is in keeping with the Sustainability theme. This seminar would be a pre-requisite for accreditation.
- He stated it will be an all day review and a good draw for non-members.
- Matt reported the speaker will charge a fee, but he is hoping to get sponsorship for this event.
- Matt Church will keep the Board and Officers updated.

**Action Items:**

- Jeffrey Landreth, Matt Church, and Ron Sweet to decide on a location for the Spring Seminar.
  - Matt Church to work on sponsorship for the speaker of the Spring Seminar.
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**STUDENT ACTIVITIES**  
**KARINE LEBLANC – PRESIDENT-ELECT**  
**Chair: PANDORA LEI**

Key Topics: None

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**RESEARCH PROMOTION**  
**DIRECTOR – JOE ABLAY**  
**Chair: Michael Kalemkaryan**

**Key Topics:**

- Michael Kalemkaryan will make a brief report on his plans at the dinner meeting.
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**SCHOLARSHIP**  
**NARENDRA AMARNANI - PAST PRESIDENT**  
**Chairs: Ishtiaq Chisti and Clay Lampman**

Key Topics: None

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**HONORS AND AWARDS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

**Key Topics:**

- Narendra Amarnani reported there are eight 50 year members.
- He will honor these members by announcing their names at the meeting and giving them a certificate.
- The names will be placed in Sol\*Air and on the website.

**Action Items:**

- Amar to send the list of 50 year members to Karine for the website.
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**PAOE POINTS**  
**NARENDRA AMARNANI – PAST PRESIDENT**

**Key Topics:**

- Narendra Amarnani reported the Chapter has earned 245 points to date.
- He asked the Board and committees to find ways to earn more PAOE points.
- Amar stated it is important to report committee activities to Society on a timely basis in order to receive more points.

**Action Items:**

- The Board to find ways to earn more PAOE points.

- All committee chairs are to report activities on a timely basis in order to receive PAOE points

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**TECHNICAL, ENERGY, & GOVERNMENT ACTIVITIES (TEGA)**  
**NARENDRA AMARNANI – PAST- PRESIDENT**  
**Chair: Dinesh Gandhi**

Key Topics: None

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**WESTERN SECTION**  
**MICHAEL BURKE - PRESIDENT**

Key Topics: None

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**CRC**  
**KARINE LEBLANC – PRESIDENT-ELECT**

Key Topics: None

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**CHAPTER TECHNICAL TRANSFER COMMITTEE**  
**JOEY JIRON – DIRECTOR**  
**Chair: Temporary Chair Joey Jiron**

Key Topics: None

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**REFRIGERATION**  
**ANDY KHECHOUMIAN - DIRECTOR**  
**Chair: Russell Lieu**

Key Topics: None

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**NEXT MEETING DATE:** Tuesday, October 7 at 4:00 pm at Taix Restaurant.

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**Motion No: 9-09-1186:** It was moved and seconded by Karine Leblanc and Narendra Amarnani, respectively, to adjourn the meeting at 5:35 pm. The motion carried.

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Secretary

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Executive Secretary

**Pre-Meeting Discussion:**

Prior to the opening of the meeting, there was a brief discussion regarding frames for speakers' Certificates of Appreciation. As a result of the meeting on June 10, 2008 and a subsequent Board meeting, the frames were standardized. Eighteen frames, which were pre-purchased two months ago, will be forwarded to Karine Leblanc for use during the balance of the year. The purpose of the standardization is:

1. Establishment of level of quality
2. Consistency in distribution and type
3. Elimination of possibility of errors or omissions on meeting night

**Special Request from Mike Burke**

Mike recognizes there are always extenuating circumstances, however he would like to respectfully request that everyone attempt to be punctual and timely.

Thanks so much for the effective effort last Tuesday.